Initial Training 102

McGraw Hill

FLORIDA studysync®

Training Website: my.mheducation.com
username: FLSSTraining21
password: FLSSTraining21

Navigation	Notes
CREATE AN ASSIGNMENT 1. **Choose** Unit 1 in your grade level 2. **Click** on "Integrated Reading and Writing" and then "SyncStart" blade 3. **Locate** the "Close Read" assignment 4. **Click** on the "Assign" button 5. Before the assignment name, **Type** your last name 6. **Click** on "Target "and **Select** "StudySync Florida Grades 6-12" from the drop-down menu. 7. **Turn** on "Customize" 8. **Select** toggles to customize 9. **Select** "Preview" view customizations, and close and make new ones 10. **Click** "Create Assignment"	
ASSIGNMENTS 1. **Click** the Assignments Tab and Find your Assignment within the list 2. **Click** on the Actions wheel on the right 3. **Select** "Edit Assignment" and make adjustments to your customizations 4. **Click** "Save Assignment" and "Return to the Assignments List" 5. **Find** your Assignment within the list and **Click** on the Actions wheel 6. **Select** "Make Assignment Inactive"	
USERS 1. **Choose** "Users" and Locate "StudySync Florida Grades 6-12" group 2. **Find** the "actions wheel" and select "Group Membership." 3. **Locate** "Proficiency" column 4. **Select** a student and a proficiency level 5. **Find** "Sup Language." 6. **Select** a student and a support language.	
MIMIC STUDENT 1. **Find** a student in Users, and click their "actions wheel" 2. **Select** "Mimic Student" 3. **Open** an assignment and view student's work 4. **Close** the assignment and select "Binder" 5. **Choose** an assignment to view 6. **Close** assignment	

GRADEBOOK

1. **Click** the USERS tab
2. **Click** the "gradebook" icon of the group line
3. **Locate** Time Frame Menu - **Change** to "Academic Year"
4. **Click** on "View" button, **Select** "Percentages." "Standards"
5. **Click** on a specific standard to see a remediation report

PLAGIARISM CHECKER/WritePrecise

ASSESS

1. **Select** "Assess" tab from the navigation tabs
2. **Open** "Filter"
3. **Select** "End-of-Unit" and Filter by grade level
4. **Scroll** down and **click** on an End-of-Unit assessment
5. **Notice** the "Question Standards" that are correlated
6. **Click** on the Actions button
7. **Click** on "Preview Assessment," and click "Start Test"
8. **Explore** Annotation, Reader, several questions, and then close

CREATE A UNIT

1. **Select** Library from the Home Page
2. **Search** for a text, skill, or blast in the library
3. **Select** and **click** Actions
4. **Add** to and create a unit

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